

<b>Policy Title:</b>	<b>Snow Procedures</b>	
<b>Date of Issue:</b>	03/03/2020	
<b>Date of Review:</b>	Spring Term 2022	
<b>Author &amp; Role</b>	Mrs C Harwood - SBM	
<b>Ratified by:</b>	Governors Policy Committee	
<b>Responsible signatory:</b>	W Blundell	M Maher
<b>Date of signature:</b>	03/03/2020	03/03/2020
<b>Outcome:</b>	This Policy: details colleagues' responsibilities for snow procedures in school.	
<b>Cross Reference:</b>	Health and Safety Policy	

### **EQUALITY AND DIVERSITY STATEMENT**

Astley Park School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

### **POLICY REVIEW**

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy.

Astley Park School

## **Snow**

With the possibility of snow over the coming weeks I thought it would be best to ensure that all parents & carers are aware of our procedures for when its snows.

**As a school we will endeavour to remain open at all costs, the only time the school will be closed is if**

We cannot gain access to the school grounds / cannot gain entry to the building as it has snowed so heavily.

Not enough staff have made it into school, and we are unable to provide a safe staff to pupil ratio

The heating in school has failed.

**If it does snow and school is open**

A message will appear on the front page of the school website stating the school is open

A text message will be sent to all parents & carers informing that school will be open.

The transport team will be contacted and told that the school is open, they will then inform Drivers and Passenger Assistants we are open, and the drivers will decide if they can complete the run safely. The drivers must be able to safely access the designated drop/off collection point at the bottom of Harrington road, if this is not possible then the run will not go ahead. The Passenger Assistants will contact their families and let them know what the driver has decided

Parents do have the option of transporting their son or daughter to school themselves, but again I would advise that you are able to safely access the bottom of Harrington Road, as it would be unsafe to walk your son/daughter down Harrington Road to school, as this will be ungritted and dangerous.

If parents plan on transporting their son/daughter to school themselves please inform the school office via text, email or phone call.

The site team will ensure a designated gritted path will be cleared from the designated drop off/ collection point at the bottom of Harrington Road into school, and paths from the car park to the school and outbuildings. All parents and pupils must stick to the designated gritted path.

## **If it does snow and school is closed**

### **If the school is closed prior to start of the school day**

A message will appear on the front page of the school website stating the school is closed

A text message will be sent to all parents & carers informing that school will be closed

A message will be sent to local radio stations to include in their school closure broadcast/bulletin

### **If it does snow and school is closed during the school day**

A phone call to Transport team leader – requesting those vehicles that can access school will be dispatched

A text message will be sent to all parents informing of school closure and if transport has agreed to run, if not parents will need to arrange collection.

All vehicles must be able to access the designated drop off/ collection point at the bottom of Harrington Road – as staff members are unable to walk-pupils up to the top of the road due to health & safety.

If you have any queries or questions, please contact the school office and they will be more than happy to help or advise.

Mrs Christina Harwood  
School Business Manager  
Health & Safety Officer



Astley Park School